



# HRDC Corp Train the Trainer

Take the first step towards becoming a HRD Corp Accredited Trainer by completing this 5-day program. As a HRD Corp Accredited Trainer, your training is claimable to all HRD Corp registered employers. Equip yourself with the latest knowledge and skills in this highly engaging learning program! Be prepared to design, develop and deliver your own training session as we take you on this empowering journey!



## Course Objective

Trainers will understand the requirements for HRD Corp certified trainers as stated by HRD Corp to ensure the quality of trainers for training programs conducted under all HRD Corp Schemes.

**Event ID: EVT/PTP/E/2024/9221**

**Course fee**  
**RM2,684.00**

(Incl. 8%)

**23 – 27 Sept 2024**  
**MEF Perak**  
**(Greentown, Ipoh)**

## Learning Outcomes

Upon completion of this 5-day program, trainers will be able to:

1. Plan adult learning according to fundamental principles of adult learning, trainer competency models, and ethical guidelines.
2. Conduct training needs analyses using acquired processes and tools.
3. Develop competency-based training programs utilizing relevant resources and methodologies to meet learning objectives.
4. Deliver competency-based training programs employing effective delivery methods for optimal session outcomes.
5. Assess participants' competence using appropriate assessment tools.

## For enquiries:

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**\*\*In-house sessions are available upon request. Contact us for a quotation\*\***

You can click and refer our website link for HRDC direct link as well: [MEF Academy](https://www.mefacademy.com)





# HRDC Corp Train the Trainer (HRD Corp TTT)

## Who Should Attend

The HRD Corp Train the Trainer program is aimed at professionals engaged in training and development such as Corporate Trainers, Training Managers, Learning and Development Specialists, HR Practitioners, Subject Matter Experts (SMEs), as well as those in educational roles seeking to improve their training delivery techniques.

## Program Schedule

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	
8.30am	Registration	Registration	Registration	Registration	Individual Assessments	
9.00am	CT1: Plan Adult Learning	CT2: Conduct TNA (Continued)	CT3: Design Competency-based Training Program	CT5: Assess Participants' Competence		
10.30am	Morning break	Morning break	Morning break	Morning break		
10.45am	CT1: Plan Adult Learning (continued)	CT2: Conduct TNA (Continued)	CT3: Design Competency-based Training Program (Continued)	CT5: Assess Participants' Competence (Continued)		
1.00pm	Lunch	Lunch	Lunch	Lunch		
2.00pm	CT1: Plan Adult Learning (continued)	CT3: Design Competency-based Training Program	CT4: Conduct Competency-based Training Program	*Preparation for Individual Assessments		
3.30pm	Afternoon break	Afternoon break	Afternoon break	Afternoon break		
3.45pm	CT2: Conduct Training Needs Analysis (TNA)	CT3: Design Competency-based Training Program (Continued)	CT4: Conduct Competency-based Training Program (Continued)	*Preparation for Individual Assessments		
5.00pm	End of Day 1	End of Day 2	End of Day 3	End of Day 4		Course evaluation and end

## Program Delivery

Our HRD Corp TTT can be delivered either face-to-face or online. Both includes collaborative learning activities such as discussions, presentations, role-plays and skills practice.

## Your Lead Trainer

**Farha Uzaimi** is a result-oriented, certified trainer, coach and facilitator with more than 25 years of experience in training and teaching. She has served as the Lead Trainer of HRD Corp TTT for TTT training vendors since 2010. Her recent stint as the Training Manager and Coach at ReSkills EdTech, plus an instructional designer with Petronas ICT, have given her the added advantage in designing, developing and delivering training programs.

Farha has conducted a plethora of HR-related training sessions and English language courses (English for Specific Purpose, English for Speakers of Other Languages, English for Academic Purposes, English for Business Communications) for companies such as PKFZ, Integrated Logistics Solutions Sdn Bhd, IK Academy, and Shell. She has been actively involved in coaching workshops with Corporate Coach Academy, and had conducted 1MGRIP programs, PENJANA programs and Master Trainer Cert IV (TAE40110) Training and Assessment sessions.

Farha has contributed significantly to curriculum development, having been a panel member for NOSS and NCS Z070 for PSMB Certified Trainer, and facilitator for NCS Industry Forward. She has also served on committees and advisory panels for various educational initiatives, including the Diploma in Retail Management. Farha's coaching and mentoring skills have been instrumental in guiding individuals and teams to achieve their full potential.

